

**\\ AND PROGRAMME ASSISTANT**

Thank you for your interest in the role of **Programme Assistant** at Abandon Normal Devices (AND)

To apply for the role please:

* complete the Application Form and email to jobs@andfestival.org.uk with **APPLICATION - Programme Assistant** as the subject field
* complete an Equal Opportunities Form (submitted anonymously)

**Application Timeline**
The closing date for applications is: **noon, Thursday 20th January 2022**

Interviews are expected to take place: **Thursday 27th January 2022**

We will contact all short-listed candidates by phone or email. As we receive so many applications, unfortunately we are unable to reply to each one individually, therefore, if you have not been contacted by **Wednesday 26th January 2022** please assume that your application has not been successful on this occasion.

**Application Form Guidance**

You will be asked to supply the following information:

- Your current/most recent employer. This can include paid or unpaid work (volunteering,
placements, internships, work experience)

- Up to three other examples of employment (paid or unpaid) that are most relevant to this
particular role.

- Summary of relevant training and development (optional)

- Statement of skills and experience

- Details for two referees. These must be individuals that have knowledge of you within a
learning or work capacity (paid or unpaid)

Each section has a character limit that is clearly laid out on the application form.
To complete the Skills and Experience statement, please review the job description and person specification, and demonstrate in your responses the relevant; Experience; Abilities, Knowledge and Skills; and Personal Attributes you will bring to the role - either directly or with transferable skills from other sectors. AND’s selection panel will be shortlisting based on the person specification.

**Access Support**We are committed to ensuring our opportunities are open for people who experience barriers to inclusion. We recognise that you might need additional support to participate in the application and/or interview, whether that is technical equipment, access support or adjustments to the process. If you require any support or adjustments, please contact us on jobs@andfestival.org.uk with **Programme Assistant** as the subject field.

**Application queries**If you have any questions about the application process please contact us on jobs@andfestival.org.uk with **Programme Assistant** as the subject field.

Thanks once again for your interest in AND, and we look forward to receiving your application.

Yours sincerely

The AND Team



**AND PROGRAMME ASSISTANT**

**\\ JOB DESCRIPTION**

**BACKGROUND**

Abandon Normal Devices (AND) is a commissioning agency and a catalyst for new approaches to art-making and digital invention. We create ground breaking projects which challenge the definitions of art and moving image with a distinct emphasis on creative enquiry and provocations. Since its inception in 2009, AND has shaken the creative sector through radical, risk-taking projects that challenge conventional modes of participation, and stimulate new art forms and creative inquiry.

AND is looking for a Programme Assistant to play a key role in the coordination and administration of the organisation and annual programme for 2022/23, including development of the next edition of AND Festival. This is a varied role including processing AND financial transactions, organising meetings, coordinating travel (national and international) for artists, the AND team and guests, with the opportunity to get hands-on production experience. The Programme Assistant will work closely with AND’s Senior Management team, supporting the successful delivery of the programme with a wider team of freelance staff, external contractors and volunteers during periods of delivery.

This is a fast-paced role, suitable for someone who ideally has a background and interest in the arts, partnership working and some experience of project and/or office coordination. You will be thorough in approach and be comfortable with multi-tasking and supporting the operations of the organisation. This is an exciting time to join our team and an opportunity to contribute to a new programme with innovation and experimentation at its core.

**ROLE & RESPONSIBILITIES:**

 **Administration**

• Responsible for general administration of the organisation and programme, including scheduling

meetings and taking minutes.

• Implementing administrative systems for the organisation e.g. online and offline filing, administration, record keeping, implementing office systems and stationery supplies.

• Timely & effective correspondence and administration for the programme, with artists, participants and delivery partners.

**Finance**

• Work within AND’s agreed finance and accounting procedures, managing the day-to-day financial procedures, including processing invoices, credit card expenditure, staff expenses.

• Support the Finance Manager with the preparation of monthly credit card analysis reports.

• Manage the petty cash expenditure on a monthly basis and on project expenditure.

**Programme & Partners**

• Work closely with the AND Team, partners and artists to support research, development and delivery of the programme.

• Be the key point of contact for all artists and guest travel, accommodation and visas relating to the

programme, booking travel and accommodation for guests and artists.

• Provide producers with project support on planning and delivery of events.

• To manage allocated programme budgets as agreed with the Director (travel and accommodation, office supplies, etc.) and delivering allocated budgets on target, including regular reports.

• Attend internal and external meetings and any site visits as required.

**Communications**

• ​​Support the Communications and Partnerships Manager on the implementation and distribution of communications activity

• ​Maintain the organisation's contacts database, in liaison with the AND Communications and Partnerships Manager, ensuring that all content is relevant, up to date and accurate.

• Monitor incoming communications to general and recruitment email addresses.

• Being an advocate for AND wherever possible and always being able to give accurate updates to third parties.

**Funding & Reporting**

• Support the core team in the research, writing and reporting of funding bids.

• Update and maintain AND evaluation and reporting figures.
• Support on evaluation and monitoring of projects including appropriate implementation of data collection.

**Other**

• Actively engage with the organisation's vision and abide by AND policies on safeguarding, equal opportunities, environment, volunteering, health & safety, evaluation & monitoring.

• Any other duties that are commensurate with the post.

**\\ PERSON SPECIFICATION**

We expect successful applicants to be able to demonstrate the following:
Key: A = Application Form, I = Interview

|  |  |
| --- | --- |
| **Experience** | **Assessed by one of more of:** |
| Experience of project or office coordination (such as organising meetings, financial administration and coordination of res | A, I |
|  |  |
|  |  |
| **Abilities, Knowledge and Skills** |  |
| Excellent IT skills across platforms and systems; in particular Microsoft Office and project management and collaborative working tools (such as Teamwork, GoogleDrive, DropBox, Slack) | A, I |
| Able to handle several tasks/projects at once, thrive under pressure | A, I |
| Ability to self manage and self motivate | A, I |
| Attention to detail and ability to work under pressure | A, I |
| Clear written and verbal communication skills with confident phone manner | A |
|  |  |
|  |  |
| **Personal Attributes** |  |
| A collaborative approach to working with colleagues and partners | A, I |
| Organised and able to work to deadlines | A, I |
| Solutions-focussed approach to work | A, I |
| Commitment to widening access to the arts, to diversity and to equality | A, I |
|  |  |

**\\ EMPLOYMENT TERMS**

**Job Title:** Programme Assistant

**Salary:** £20,000 pro rata

**Hours:**  Part-time 0.6 (22.5hrs per week, flexible working available\*)

**Contract:** 12 Month Fixed Term Contract (PAYE)

**Location:** Hybrid working, with team contact days in Central Manchester\*

**Annual Leave:**  33 working days annual leave pro rata (including public holidays)

**Reports to:** Director

**Working with:** AND Senior Management Team, Freelance Producers, programme partners and artists and external suppliers

\* In light of the current COVID-19 pandemic guidance, the AND team are currently home working. Once recommended, we will return to regular team working days in Central Manchester. Also, as our projects often take place at locations outside Manchester, temporary relocation to a base ‘on site’ may sometimes be required. Due to the nature of the role and the projects we undertake, there is an understanding (particularly during the biennial festival) of some evening / weekend work within contracted hours. Additional payment will not be made for hours worked above normal working hours, this has been considered alongside our flexible working and time off in lieu policies, and when setting salary range. AND recognise that staff members may need to access flexible working hours to accommodate caring responsibilities.

**\\ ADDITIONAL INFORMATION: AND BACKGROUND**

**Abandon Normal Devices** (AND) is a commissioning agency and a catalyst for new approaches to art-making and digital invention. We create ground breaking projects which challenge the definitions of art and moving image with a distinct emphasis on creative enquiry and provocations. Since its inception in 2009, AND has shaken the creative sector through radical, risk-taking projects that challenge conventional modes of participation, and stimulate new art forms and creative inquiry.

AND brings together an eclectic mix of academics, filmmakers, scientists and anarchists to actively push the boundaries of audience experience and arts production. Inviting artists to hijack the imagination, by developing projects which abandon traditional settings and partnerships.

Proposing a significant shift in the way art is experienced, the AND portfolio consists of site-specific film happenings, exhibitions, performances, online projects, residencies, public realm interventions and a roaming biennial festival. Audiences are invited to interact with bold ideas, encounter new art-forms and experience art, in the everyday and in unexpected locations.

**Equality & Diversity**

Abandon Normal Devices is committed to equality of opportunity for all. We believe that a diverse workforce can enable more innovative, creative and dynamic workplaces. We want to reflect the diversity of our audiences in our workforce; therefore, we actively seek and welcome applicants, including but not limited to; ethnically or culturally diverse backgrounds, diverse sexualities and genders, disabled and d/Deaf people, or those with unconventional career paths. We will be using positive action under the Equality Act 2010 to appoint, should candidates be equally qualified.

**Environment & Sustainability**

AND declares a Climate and Ecological Emergency and is making efforts as an organisation and as individuals to achieve Net Zero by 2025.We are actively working to imagine and model ways that we can encourage sustainable practises internally as well as with the creatives and individuals we work with nationally and internationally. As a National Portfolio Organisation funded by Arts Council England, we report on our environmental activity through tools and resources provided by Julie's Bicycle, including the development of an environmental policy and action plan. We support and encourage our staff, artists, partners, volunteers and everyone we work with toward creating a green, sustainable future.